



OSC Supported Child Development Leader

Position Start Date: **August 31, 2017**

Position End Date: **June 29, 2018**

Posting closes: August 4, 2017

Positions Available: Two (2)

Hours of Work: This is a regular part-time 10 month (September – June) contracted position with a recurring regular summer layoff of two months (July/August) working a maximum 17.5-21.25 hours per week, Monday – Friday. Hours of Operation are approximately 7:30-9am and 2:30-5:45pm with longer shifts available during Pro-D Days and Spring Break Camps. Possible extension into Summer Camp available.

Duties will include

- Please see Job Description for full list of duties

All applicants must be:

- A minimum of twenty hours child-related coursework
- Minimum of three years' experience working with children with higher needs (physical/behavioural) in a child care/recreational setting
- Education Assistant, Behavioural Interventionist, or Non-violent Intervention Crisis training considered an asset
- Must meet BC Child Care licensing requirements for valid and subsisting first aid certification
- Clean criminal record check (as required by BC Child Care Licensing Regulation)
- Contacts to resources/aid in community
- Strong leadership skills; consistency and de-escalation skills
- Excellent interpersonal and communication skills.

Rate of Pay: \$17/hour + 4% in lieu of Holiday Pay

Apply to:

Cindy Allen

Out-of-School Care Program Coordinator

#1-2827 Belmont Avenue

Victoria, B.C.

V8R 4B2

Email: osc@oaklandsca.com

Primary Responsibilities

Support:

- Provide direct one-on-one or one-on-two support and guidance to the child/children assigned
- Ensure the program planning considers the health and well-being of the child/children during daily activities, field trips and special activities
- Collaborate with Room Leads and Activity Leaders in order to offer inclusive activities for the child/children assigned to the SCD Leader
- Build children's social and interpersonal skills and self-esteem by establishing routines and positive guidance policies that allow children to feel secure, comfortable and safe
- Adhere to BC Child Care Licensing standards of care and remain compliant to Licensing requirements
- Establish and maintain good communication with OSC Coordinator, Room Leads/Team, children's families and community agencies involved in child/children's development
- Help create a Care Plan for child/children and their families and Centre for Licensing purposes.

Specific Accountabilities/Deliverables:

- Prepare any additional activities or supportive resources needed to help child/children under SCD supervision
- Be a positive role model for all children, using appropriate language and modeling in all areas
- Be informed of children registered in the program, including specific information such as allergies and custody issues
- Be familiar with VIHA Licensing Guidelines and all of the OCA's Policies and Procedures.
- Use discretion when discussing child/children with others
- Document in daily log all activities and behaviours
- Ensure protocol is followed with regard to incident reports
- Contribute to and participate in daily planned OSC activities
- Encourage room collaboration and integration of child/children assigned
- Research and implement new and innovative support models for the child/children assigned
- Attend and participate in all team meetings
- Facilitate positive and professional parent/staff and children/staff relations.